

MENTORING SESSION #51

Name of Protégé _____
Name of Mentor _____
Date of Session _____

“A verbal contract isn’t worth the paper it’s written on.”

Samuel Goldwyn

PROFESSIONAL:

Core area of focus: Resource Management

Subject: Use of Contracts and Contractors

Bring to the session: - Contract of Chapel Contractors (e.g. Religious Education coordinators, choir directors, musicians, Auxiliary Priest, etc.).
- AFI 52-103, Chaplain Service Resourcing (Check AFPUBS for release)
- Local Chaplain Fund Operating Instructions

1) Discuss and review key elements of current chapel contracts. (e.g. description of services, invoice procedures, etc.).

2) Discuss your own experience with chapel contracts and items you wished you knew about the contracting process.

3) Review and discuss the procedures in awarding contracts. Discussion can include but is not limited to:

- a. Key elements in writing an effective statement of work. Review current contracts and discuss effective and ineffective statements.
- b. Process of receiving bids for a contract, opening bids and awarding of contracts.
- c. Process for renewing contracts (e.g. timelines, budget submissions, adjustments, etc)

4) Schedule a meeting with the base-contracting office and legal office to give an overview of guidelines and requirements for establishing chapel contracts.

PERSONAL:

Describe some of the contracts you’ve entered into in your life and the decisions surrounding them.

NEXT SESSION DATE and TIME: